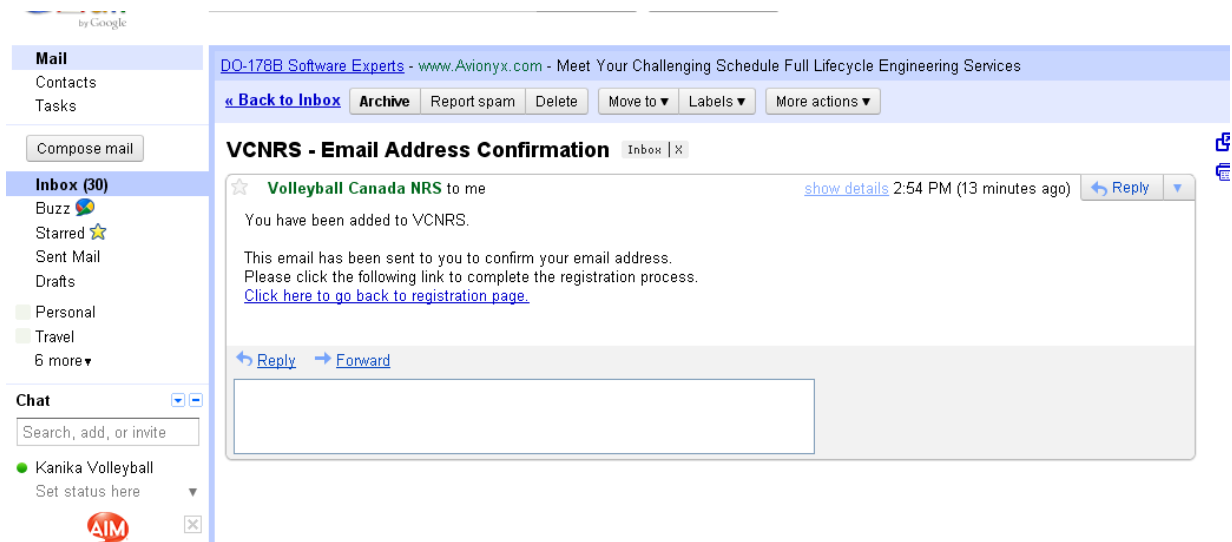


Offline Member User Guide:

Part A: CREATING YOUR ACCOUNT

1. Once your provincial registrar has uploaded your information to the National Registration System (NRS) you will receive an email confirmation sent to your inbox. The subject the message will read “VCNRS – Email Address Confirmation”.
2. NOTE: YOU **CANNOT** CREATE A PROFILE BY VISITING <https://nrs.volleyball.ca>. You MUST use the email key provided to you within the email sent
3. The link contained with in this email “Click here to go back to registration page” is specific to your email address and will connect you to your unique profile.





NATIONAL REGISTRATION SYSTEM FOR VOLLEYBALL IN CANADA

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Registration - Profile Information

Create New Account

User Information

Fields marked with * are required.

First Name

Last Name

Email

Gender ☒ Male ☐ Female

Date of Birth (DD/MM/YYYY)

Account Information

Desired Username

Username must be between 6 and 20 characters.

Desired Password

Minimum number of characters is: 6

Re-Enter Password

Security Question

Security Answer

Contact Information

Daytime Phone Ext.
At least one phone number is required. Format: 555-555-1234

Evening Phone Ext.

Address 1

Address 2

City

Province

Provincial/Territorial Association

Region

Postal Code

Emergency Information

Name

Phone Number Ext.

Contact Email

Terms and Conditions

[Click here for Terms & Conditions](#)

☐

I agree to abide by terms and conditions included in the National Registration User Agreement and Privacy Policy.

[Register](#)


4. When viewing your profile be sure to fill in/confirm all profile information, **set your username and password**, set your security question and answer, select your region, designate your emergency contact.
5. Once all this information has been properly confirmed/filled in accept the terms and conditions and click “Register”
6. You have now successfully completed and registered your profile with the National Registration system.
7. You may now log in and out of the system at your leisure.

PART B: SETTING UP YOUR TEAM(S)

1. After completing your registration you will be taken to your homepage.
2. On the left hand side of the page you will see an area called “QuickLinks”. Under “QuickLinks” click on “Clubs”
3. The Clubs page will show a grid with only one club in it. The club should read “<<Province>> Offline Club” (ex. PEI Offline Club)

The screenshot shows the 'National Registration System for Volleyball in Canada' website. The header includes the logo and navigation links: Home, Event Calendar, Admin, Help, Contact Us. A user is logged in as 'johnsmith!'. The left sidebar has 'Quick Links' for Home, Clubs, and Events. The main content area is titled 'Clubs' and features a search/filter box with 'Club Name' and 'Region' fields. Below this is a table with one row: 'PEI Offline Club' in 'Region 1 - Default'. A 'Register Team' button is located to the left of the table. The footer shows pagination: 'Page 1 of 1' and 'Displaying 1 to 1 of 1 items'.

4. Click on the club and then click the “Register Team” button located right about the club
5. On the next screen you will be asked to select a Team Contact.



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Quick Links

- > [Home](#)
- > [Clubs](#)
- > [Events](#)

Add Team

Assign Team Contact	<input type="text"/>	* Select Member
Team Name:	<input type="text"/>	
Select Division	<input type="text"/>	* <input type="button" value="v"/>
Pay Later (When the added user logs in)	<input type="checkbox"/>	
		Add Team

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6. Click “Select Member” and use the search fields to find the member you would like to select as your team contact. Ideally, you should select yourself to be the team contact.

Search Members [close]

Search / Filter

First Name	<input type="text"/>	Last Name	<input type="text"/>
City	<input type="text"/>		
		Search	Clear
		Cancel	

Pay Later (When the added user logs in)

☐

[Add Team](#)

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Search Members [close]

Search / Filter

First Name Last Name

City

Search **Clear** **Cancel**

Select the members name from the Search Results list below and click "Select Member"

Select Member

First Name	Last Name	Date of Birth	City	Postal Code	Status	PTA
John	Smith	1983	Charlottetown	0H0	Active	Prince Edward Island Volleyball

Page 1 of 1 Displaying 1 to 1 of 1 items

Create New Member

Please search existing members first to prevent duplication.

Membership fees will be added.

Create New Member

- Once you have found yourself (or another member) using the search feature select the appropriate name (it will become highlighted in blue) and click on the green "Select Member" button at the top of the search grid.

Search Members [close]

Search / Filter

First Name Last Name

City

Search **Clear** **Cancel**

Select the members name from the Search Results list below and click "Select Member"

Select Member

First Name	Last Name	Date of Birth	City	Postal Code	Status	PTA
John	Smith	1983	Charlottetown	0H0	Active	Prince Edward Island Volleyball

Page 1 of 1 Displaying 1 to 1 of 1 items

Create New Member

Please search existing members first to prevent duplication.

Membership fees will be added.

Create New Member

- You will be returned to the previous screen with the name of your selected team contact filled in the correct box

**NATIONAL REGISTRATION SYSTEM
FOR VOLLEYBALL IN CANADA**

Home Event Calendar Admin Help Contact Us Welcome **johnsmith!** [Logout] [Français]

Quick Links

- > Home
- > Clubs
- > Events

Add Team

Assign Team Contact: John Smith * **Select Member**

Team Name:

Select Division: *

Pay Later (When the added user logs in) ☐

Add Team

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9. Fill in the name of your team next to “Team Name:” And select the division in which your team will play at National Championships
10. Do not check the box which says “Pay later”; your member has already been paid for, you will not be charged.

**NATIONAL REGISTRATION SYSTEM
FOR VOLLEYBALL IN CANADA**

Home Event Calendar Admin Help Contact Us Welcome **johnsmith!** [Logout] [Français]

Quick Links

- > Home
- > Clubs
- > Events

Add Team

Assign Team Contact: John Smith * **Select Member**

Team Name: Fake Team

Select Division: 14UFemaleProvincial *

Pay Later (When the added user logs in) ☐

Add Team

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11. When finished click “Add Team”
12. You will next be presented with a payment screen, your payment should be for \$0.00. Click “Checkout”. If your payment is for more than \$0.00 please contact your Provincial/Territorial Association



NATIONAL REGISTRATION SYSTEM FOR VOLLEYBALL IN CANADA

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Welcome **johnsmith!** [[Logout](#)] [[Francais](#)]


Order Details

Item Description	Regular	Quantity	Discount	Total
Offline Role (For John Smith)	\$0.00	1	\$0.00	\$0.00
Sub Total				\$0.00
Tax				\$0.00
Grand Total				\$0.00

[Checkout](#)
[Back](#)

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13. You will then be presented with a receipt, you have the option to print this receipt or not. After you have or have not printed the receipt click “Continue”



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Welcome **johnsmith!** [[Logout](#)] [[Francais](#)]

Order Details:

Processing Date: November 12, 2010 4:12 PM

Payment Type:

Customer Name: John Smith (NRS-PEI0047843)

Order Number: VCNRS-56912

Prince Edward Island Volleyball Association
Box 302
Charlottetown, Prince Edward Island C1A 7K7

Item Description	Regular	Quantity	Discount	Total
Offline Role (For John Smith)	\$0.00	1	\$0.00	\$0.00
Sub Total				\$0.00
Tax				\$0.00
Grand Total				\$0.00
Amount Paid				\$0.00

A copy of this receipt has been emailed to kanikavolleyball@gmail.com for your records.


[Print](#)
[Continue](#)

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14. Once your team has been successfully created you will be re-directed to the roster editing page. You can complete your team roster now or return at any point prior to registration to complete it. Please note that you must have a completed and valid roster in order to register for any events. (If you had not selected yourself to be the team contact you will be re-directed to the home page. Your team contact will then have to return to the system on their own to complete the roster)
15. Please follow the steps below to complete your roster

PART C: COMPLETING YOUR ROSTER

1. If you are not already signed, please sign in
2. On your home page you will see the name of your team. Click on it.



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Quick Links

- > [Home](#)
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Welcome to National Registration for Volleyball in Canada.

My Organizations

Organization	Role(s)
Prince Edward Island Volleyball Association	Indoor Team Contact
Fake Team	Indoor Team Contact

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3. You will be re-directed to the Team Information Page



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Quick Links

- > [Home](#)
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Team Information

Team Name	Fake Team
Website URL:	
Current Division	14UFemaleProvincial
Member Of	PEI Offline Club


[Edit Team](#)
[Add Member](#)
[Back](#)

First Name	Last Name	Gender	Date of Birth	Description	Status
John	Smith	Male	02/01/1983	Indoor Team Contact	Active

[«](#)
[»](#)
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 Displaying 1 to 1 of 1 items

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4. To add players to your team click on the “Add Member” button



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Quick Links

- > [Home](#)
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Team Information

Team Name	Fake Team
Website URL:	
Current Division	14UFemaleProvincial
Member Of	PEI Offline Club

[Edit Team](#)
[Add Member](#)
[Back](#)

First Name	Last Name	Gender	Date of Birth	Description	Status
John	Smith	Male	02/01/1983	Indoor Team Contact	Active

Page 1 of 1
Displaying 1 to 1 of 1 items

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- You will be presented with a Search Members box. All the registered members of your team will already be in the system. Use this box to search the database to find them. Be sure you enter as many details as possible to ensure you select the correct player.

Search Members
[close]

Search / Filter

First Name	<input type="text" value="Amy"/>	City	<input type="text" value="Charlottetown"/>
Last Name	<input type="text" value="Fake"/>	Age Category	<input type="text" value=""/>

[Search](#)
[Clear](#)
[Cancel](#)

John	Smith	Male	02/01/1983	Indoor Team Contact	Active
------	-------	------	------------	---------------------	--------

Page 1 of 1
Displaying 1 to 1 of 1 items

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Search Members

[close]

Search / Filter

First Name

Amy

City

Charlottetown

Last Name

Fake

Age Category

14

Search

Clear

Cancel

Select the members name from the Search Results list below and click "Select Member"

+

Add Member

First Name	Last Name	Date of Birth	City	Postal Code	Status	PTA
Amy	Fake	1996			Pending	Prince Edward Island Volleyball .

1

of 1

Displaying 1 to 1 of 1 items

Create New Member

Please search existing members first to prevent duplication.

Membership fees will be added.

Create New Member

- Once you have found the member you wish to add to your team click on the name. Once it is highlighted in blue click on the green "Add Member" button at the top of the search grid. **DO NOT** click on the red "Create New Member" button at the bottom of the page.

Search Members

[close]

Search / Filter

First Name

Amy

City

Charlottetown

Last Name

Fake

Age Category

14

Search

Clear

Cancel

Select the members name from the Search Results list below and click "Select Member"

+

Add Member

First Name	Last Name	Date of Birth	City	Postal Code	Status	PTA
Amy	Fake	1996			Pending	Prince Edward Island Volleyball .

1

of 1

Displaying 1 to 1 of 1 items

Create New Member

Please search existing members first to prevent duplication.

Membership fees will be added.

Create New Member

7. If you cannot find the member you wish to add to your team please select the “Dummy” members from the list to act as place holders on your team. These members can be chosen by searching first name “Dummy”.

Search Members

[close]

Search / Filter

First Name

Dummy

City

Last Name

Age Category

Search

Clear

Cancel

Select the members name from the Search Results list below and click "Select Member"

+

Add Member

First Name	Last Name	Date of Birth	City	Postal Code	Status	PTA
Dummy	Dummy1	1986			Pending	Prince Edward Island Volleyball

Page 1 of 1

Displaying 1 to 1 of 1 items


Create New Member

Please search existing members first to prevent duplication.

Membership fees will be added.

Create New Member

8. Once properly selected you will be prompted to choose a role for the member. Please choose Indoor Player, Head Coach, Assistant Coach, Secondary Team Contact or Trainer. Please note that each team must have a minimum of 8 indoor and exactly 1 head coach. Any person who will be sitting on your bench at National Championships must be listed on your roster.



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Quick Links

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Add Team Member - Fake Team

Select Roles

<input type="checkbox"/> Indoor Team Contact	
<input type="checkbox"/> Secondary Team Contact	
<input type="checkbox"/> Assistant Coach	
<input type="checkbox"/> Trainer	
<input type="checkbox"/> Indoor Player-14U	
<input type="checkbox"/> Head Coach	

Submit

Cancel

John	Smith	Male	02/01/1983	Indoor Team Contact	Active
------	-------	------	------------	---------------------	--------

9. Select the role(s) by checking the appropriate box(es) and clicking submit.
10. Once correctly submitted you will see the name of the player you have added on the “Add Member” screen.
11. You can continue to add members as you did in steps 4 through 10.
12. RECALL: Your team **MUST** have a minimum of 8 players of the correct gender and age category and exactly one Head Coach to be considered valid at the time of registration.
13. Once you have added all the members you wish proceed to the payment screen by clicking SUBMIT on the “Add Member” screen.

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Quick Links

- Home
- Clubs
- Events

Add Team Member - Fake Team

Name	Roles	Amount
<input checked="" type="checkbox"/> Amy Fake	Offline Role	\$0.00
<input checked="" type="checkbox"/> Janice Fake	Offline Role	\$0.00
<input checked="" type="checkbox"/> Nancy Fake	Offline Role	\$0.00
<input checked="" type="checkbox"/> Janet Fake	Offline Role	\$0.00
<input checked="" type="checkbox"/> Gillian Fake	Offline Role	\$0.00
<input checked="" type="checkbox"/> Katrina Fake	Offline Role	\$0.00
<input checked="" type="checkbox"/> Rachel Fake	Offline Role	\$0.00
<input checked="" type="checkbox"/> Susan Fake	Offline Role	\$0.00
<input checked="" type="checkbox"/> Laura Fake	Offline Role	\$0.00
<input checked="" type="checkbox"/> Samantha Fake	Offline Role Offline Role	\$0.00
Sub Total		\$0.00
Tax		\$0.00
Grand Total		\$0.00

Team Members

First Name	Last Name	Gender	Date of Birth	Description	Status
John	Smith	Male	02/01/1983	Indoor Team Contact	Active

Page 1 of 1 Displaying 1 to 1 of 1 items

Click here to remove a member from your roster PRIOR to payment

Click here to submit roster for processing

Note: No payment is required, all roles have been previously paid for. If the system requests you to pay more than \$0.00 for a role please contact your Provincial/Territorial Association.

sifa...out?submit=Submit


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Order Details

Item Description	Regular	Quantity	Discount	Total
Offline Role (For Amy Fake, Janice Fake, Nancy Fake, Janiet Fake, Gillian Fake, Katrina Fake, Rachel Fake, Susan Fake, Laura Fake, Samantha Fake, Samantha Fake)	\$0.00	11	\$0.00	\$0.00
Sub Total				\$0.00
Tax				\$0.00
Grand Total				\$0.00

[Checkout](#)
[Back](#)

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- After clicking “Submit” you will be brought to a “payment” screen. The dollar amount in all boxes should be zero. Click on “Checkout” to finalize your team roster.


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Welcome johnsmith! [[Logout](#)] [[Français](#)]

Order Details:

Processing Date: November 30, 2010 1:23 PM

Payment Type:

Customer Name: John Smith (NRS-PEI0047843)

Order Number: VCNRS-56991

Prince Edward Island Volleyball Association
Box 302
Charlottetown, Prince Edward Island C1A 7K7

Item Description	Regular	Quantity	Discount	Total
Offline Role (For Amy Fake, Janice Fake, Nancy Fake, Janiet Fake, Gillian Fake, Katrina Fake, Rachel Fake, Susan Fake, Laura Fake, Samantha Fake, Samantha Fake)	\$0.00	11	\$0.00	\$0.00
Sub Total				\$0.00
Tax				\$0.00
Grand Total				\$0.00
Amount Paid				\$0.00

A copy of this receipt has been emailed to kthakar@volleyball.ca for your records.

[Print](#)
[Continue](#)

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- A copy of the receipt will be emailed to the team contact, to print additional copies click “Print”
- Click “Continue” to be directed back to the Team Details page to review your roster.
- You are now ready to register for an event

PART D: REGISTERING YOUR TEAM

Once you have successfully created your team(s) you can register them for a Canadian Indoor Championships event.

1. Go to the “Event Calendar”

The screenshot shows the homepage of the National Registration System for Volleyball in Canada. The header features the logo and title. Below the header is a navigation bar with links: Home, Event Calendar, Admin, Help, and Contact Us. A welcome message for 'johnsmith' is displayed. On the left, there are 'Quick Links' for Home, Clubs, and Events. The main content area includes a 'Welcome to National Registration for Volleyball in Canada.' message and a 'My Organizations' table.

Organization	Role(s)
Prince Edward Island Volleyball Association	Indoor Team Contact
Fake Team	Indoor Team Contact

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Event Calendar:

The screenshot shows the 'Event Calendar' page. At the top, there are navigation links and a welcome message. Below this, the 'Event Calendar' section has a header with '<< Year', '< Month', a month/year selector (February 2011), 'Month >', and 'Year >>'. The month/year selector is circled in red, and a red arrow points from a text box to it. The calendar grid shows days from Sunday to Saturday. A specific event, 'SVA 150W Asics Cup #2', is highlighted on Saturday, February 12, 2011. The footer contains the copyright notice.

Month and Year drop down boxes

- Using drop down boxes navigate to May 2013. Within the calendar you will see VC National Events, separated by age category.

FOR VOLLEYBALL IN CANADA

Home Event Calendar Admin Help Contact Us Welcome johnsmith! [Logout] [Français]

Event Calendar

<< Year < Month May 2011 Month > Year >>

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	14U Boys Canadian West Open Registration (24/01/2011 To 08/04/2011) 14U Girls Canadian West Open Registration (01/12/2010 To 08/04/2011) 15U Boys Canadian East Open Registration (24/01/2011 To 08/04/2011) 15U Girls Canadian East Open Registration (24/01/2011 To 08/04/2011) 16U Boys Canadian East Open Registration (24/01/2011 To 08/04/2011)	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

- Click on the bolded name of the event in which you wish to register. You will be redirected to the events details page. At the bottom of the page you will see the name(s) of your team(s). Underneath the name(s) of your team(s) you will see a line of text indicating whether your team is valid for the event or not. If your team is valid you will see a red "Register" button. Click this button. (You will also see if any documents have been attached to this event. Please download all attached documents as they may contain important event information)

End Date	08/05/2011
Venue	Saskatoon
Event Admin Name	Andrea Fahlman
Event Admin Email	test@test.com
Fee \$	775
Max # of Teams	10
Min # of Teams	0
Membership level required	Full
Allow Waitlist	Yes
Allow out of province teams	Yes
Automatically waitlist out of province teams	No
Allows teams to play up	Yes
Level to Play Up	2
Auto WaitList teams Playing up	No

Registration Start/Deadline	
Start Date	01/12/2010
Time	12:00 EST
End Date	08/04/2011
Time	23:59 EST

Attachment(s)

DCC-Calendarofevents2011.pdf

Note: Only teams can register for tournaments.

Attachments

Your teams

Team: Fake Team (Team ID: 9206)
This team is valid for the current event.

Register
Event Calendar

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- You will be redirected to a screen to select the team you wish to register for the event. Once you have selected the correct team click on the “Select Team” button at the top of the grid. *If you have more than one team please be sure you select the correct one. Administration fees may be charged to users who select the wrong team and subsequently need a refund.*



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Welcome **johnsmith!** [[Logout](#)] [[Franc](#)

Register Team

Event Details

Event Name: 14U Girls Canadian West Open
Description: 14U Female
Start Date: 06/05/2011
End Date: 08/05/2011
Venue: Saskatoon
League Admin Name: Andrea Fahlman
Contact Email: test@test.com
Fee \$ 775

Select the team you wish to register from the list below.

Team Name	Club Name	Team Division
Fake Team	PEI Offline Club	14UFemaleProvincial

10 Page 1 of 1 Displaying 1 to 1 of 1 items

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- Next you will be taken to a roster information screen. You must enter roster information (Jersey Number, Height and Position) for each player in order to make your team valid for registration. Each field in the grid must be filled. Once the information has been entered be sure to hit "Save" at the bottom of the grid. *If you are unsure as to the details of your team roster enter zeros in to the fields, this information must be entered correctly and verified by the Roster Lock Date, Friday, April 5th, 2013.*



NATIONAL REGISTRATION SYSTEM FOR VOLLEYBALL IN CANADA

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Welcome **johnsmith!** [[Logout](#)] [[Français](#)]

Register Team

Event Details

Event Name: 14U Girls Canadian West Open
Description: 14U Female
Start Date: 06/05/2011
End Date: 08/05/2011
Venue: Saskatoon
League Admin Name: Andrea Fahlman
Contact Email: test@test.com
Fee \$ 775

undefined

Please enter all required roster information and click Save

Name	Jersey Number	Height (cm)	Position
Amy Fake	<input type="text" value="0"/>	<input type="text" value="0"/>	Right Side <input type="button" value="v"/>
Gillian Fake	<input type="text" value="0"/>	<input type="text" value="0"/>	Setter <input type="button" value="v"/>
Janice Fake	<input type="text" value="0"/>	<input type="text" value="0"/>	Setter <input type="button" value="v"/>
Janiet Fake	<input type="text" value="0"/>	<input type="text" value="0"/>	Setter <input type="button" value="v"/>
Katrina Fake	<input type="text" value="0"/>	<input type="text" value="0"/>	Setter <input type="button" value="v"/>
Laura Fake	<input type="text" value="0"/>	<input type="text" value="0"/>	Setter <input type="button" value="v"/>
Nancy Fake	<input type="text" value="0"/>	<input type="text" value="0"/>	Setter <input type="button" value="v"/>
Rachel Fake	<input type="text" value="0"/>	<input type="text" value="0"/>	Setter <input type="button" value="v"/>
Susan Fake	<input type="text" value="0"/>	<input type="text" value="0"/>	Setter <input type="button" value="v"/>

[Save](#)

- Next you will be taken to a payment screen to pay the Event Registration Fee. Visa or Mastercard are accepted. Please enter the required information accordingly and click “Register”



NATIONAL REGISTRATION SYSTEM FOR VOLLEYBALL IN CANADA

[Home](#) [Event Calendar](#) [Admin](#) [Help](#) [Contact Us](#)

Welcome

Register Team

Event Details

Event Name: 14U Girls Canadian West Open
Description: 14U Female
Start Date: 06/05/2011
End Date: 08/05/2011
Venue: Saskatoon
League Admin Name: Andrea Fahlman
Contact Email: test@test.com
Fee \$ 775

Payment

Amount:

Credit Card Information

Payment Type

Credit Card Type

Credit Card Number

No spaces required.

Security Code

(Note: The Security Code is the 3 digit number located on the back of your card.)

Expiration Date

[Register](#)

7. Once you are successfully registered you will be taken to a receipt screen from which you can print the receipt for your records.
8. Finally, you will be returned to your home screen. You should see the listing of your registration at the bottom of your home screen under "Upcoming Registered Events"



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Welcome to National Registration for Volleyball in Canada.

My Organizations

Organization	Role(s)
Prince Edward Island Volleyball Association	Indoor Team Contact
Fake Team	Indoor Team Contact

Upcoming Registered Events


Name	Type	Division	Start Date	End Date
14U Girls Canadian West Open 14U Female	Tournament	14UFemale	06/05/2011	08/05/2011

PART F: EDITING YOUR ROSTER INFORMATION

NOTE: Roster lock date is Friday, April 5th, 2013. You MUST enter correct roster information before Friday, April 5th, 2013 to validate your registration. Changes to roster after the roster lock date WILL NOT be accepted.

a) Adding a Team Member

1. Log in to the NRS.
2. Under “Organizations” you will see a list of your team(s). Click on the Team Name whose roster you wish to edit.
3. Click the “Add Member” button



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Team Information

Team Name	Fake Team
Website URL:	
Current Division	14UFemaleProvincial
Member Of	PEI Offline Club

[Edit Team](#)
[Add Member](#)
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First Name	Last Name	Gender	Date of Birth	Description	Status
John	Smith	Male	02/01/1983	Indoor Team Contact	Active

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4. You will be presented with a Search Members box. All the registered members of your team will already be in the system. Use this box to search the database to find them. Be sure you enter as many details as possible to ensure you select the correct player.

Search Members [close]

Search / Filter

First Name	Amy	City	Charlottetown
Last Name	Fake	Age Category	(dropdown menu)

Search Clear Cancel

John Smith Male 02/01/1983 Indoor Team Contact Active

Page 1 of 1 Displaying 1 to 1 of 1 items

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Search Members [close]

Search / Filter

First Name	Amy	City	Charlottetown
Last Name	Fake	Age Category	14

Search Clear Cancel

Select the members name from the Search Results list below and click "Select Member"

Add Member

First Name	Last Name	Date of Birth	City	Postal Code	Status	PTA
Amy	Fake	1996			Pending	Prince Edward Island Volleyball

Page 1 of 1 Displaying 1 to 1 of 1 items

Create New Member

Please search existing members first to prevent duplication.

Membership fees will be added.

Create New Member

5. Once you have found the member you wish to add to your team click on the name. Once it is highlighted in blue click on the green "Add Member" button at the top of the search grid. **DO NOT click on the red "Create New Member" button at the bottom of the page.**

Search Members [close]

Search / Filter

First Name	Amy	City	Charlottetown
Last Name	Fake	Age Category	14

Search Clear Cancel

Select the members name from the Search Results list below and click "Select Member"

Add Member

First Name	Last Name	Date of Birth	City	Postal Code	Status	PTA
Amy	Fake	1996			Pending	Prince Edward Island Volleyball .

Page 1 of 1 Displaying 1 to 1 of 1 items

Create New Member

Please search existing members first to prevent duplication.

Membership fees will be added.

Create New Member

- Once properly selected you will be prompted to choose a role for the member. Please choose Indoor Player, Head Coach, Assistant Coach, Secondary Team Contact or Trainer. Please note that each team must have a minimum of 8 indoor players and exactly 1 head coach. Any person who will be sitting on your bench at National Championships must be listed on your roster.

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Add Team Member - Fake Team

Select Roles

<input type="checkbox"/> Indoor Team Contact	
<input type="checkbox"/> Secondary Team Contact	
<input type="checkbox"/> Assistant Coach	
<input type="checkbox"/> Trainer	
<input type="checkbox"/> Indoor Player-14U	
<input type="checkbox"/> Head Coach	

Submit Cancel

John Smith Male 02/01/1983 Indoor Team Contact Active

- Select the role(s) by checking the appropriate box(es) and clicking submit.
- Once correctly submitted you will see the name of the player you have added on the "Add Member" screen.
- You can continue to add members as you did in steps 4 through 10.

10. RECALL: Your team MUST have a minimum of 8 players of the correct gender and age category and exactly one Head Coach to be considered valid at the time of registration
11. Once you have added all the members you wish proceed to the payment screen by clicking SUBMIT on the “Add Member” screen.

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Add Team Member - Fake Team

	Name	Roles	Amount
X	Amy Fake	Offline Role	\$0.00
X	Janice Fake	Offline Role	\$0.00
X	Nancy Fake	Offline Role	\$0.00
X	Janiet Fake	Offline Role	\$0.00
X	Gillian Fake	Offline Role	\$0.00
X	Katrina Fake	Offline Role	\$0.00
X	Rachel Fake	Offline Role	\$0.00
X	Susan Fake	Offline Role	\$0.00
X	Laura Fake	Offline Role	\$0.00
X	Samantha Fake	Offline Role Offline Role	\$0.00
Sub Total			\$0.00
Tax			\$0.00
Grand Total			\$0.00

Add Member **Back** **Submit** **Cancel Order**

Team Members

First Name	Last Name	Gender	Date of Birth	Description	Status
John	Smith	Male	02/01/1983	Indoor Team Contact	Active

Page 1 of 1 Displaying 1 to 1 of 1 items

Click here to remove a member from your roster PRIOR to payment

Click here to submit roster for processing

Note: No payment is required, all roles have been previously paid for. If the system requests you to pay more than \$0.00 for a role please contact your Provincial/Territorial Association.

sifa...out?submit=Submit


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Order Details

Item Description	Regular	Quantity	Discount	Total
Offline Role (For Amy Fake, Janice Fake, Nancy Fake, Janet Fake, Gillian Fake, Katrina Fake, Rachel Fake, Susan Fake, Laura Fake, Samantha Fake, Samantha Fake)	\$0.00	11	\$0.00	\$0.00
Sub Total				\$0.00
Tax				\$0.00
Grand Total				\$0.00

[Checkout](#)
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12. After clicking “Submit” you will be brought to a “payment” screen. The dollar amount in all boxes should be zero. Click on “Checkout” to finalize your team roster.


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Order Details:

Processing Date: November 30, 2010 1:23 PM
Payment Type:

Customer Name: John Smith (NRS-PE10047843)
Order Number: VCNRS-56991

Prince Edward Island Volleyball Association
 Box 302
 Charlottetown, Prince Edward Island C1A 7K7

Item Description	Regular	Quantity	Discount	Total
Offline Role (For Amy Fake, Janice Fake, Nancy Fake, Janet Fake, Gillian Fake, Katrina Fake, Rachel Fake, Susan Fake, Laura Fake, Samantha Fake, Samantha Fake)	\$0.00	11	\$0.00	\$0.00
Sub Total				\$0.00
Tax				\$0.00
Grand Total				\$0.00
Amount Paid				\$0.00

A copy of this receipt has been emailed to kthakar@volleyball.ca for your records.

[Print](#)
[Continue](#)

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13. A copy of the receipt will be emailed to the team contact, to print additional copies click “Print”
14. Click “Continue” to be directed back to the Team Details page to review your roster.

b) How to Remove a Player (To be added later)

- If you wish to remove a member from your team you must contact your Provincial/Territorial Association (PTA).


2. Send the PTA a list of the members you wish to remove (including Dummy members). Please include your name and email address; name of your team; the first and last names, date of birth and email address of all members to be removed. Date of birth and email address not required for Dummy members.
3. Please allow for a turn around of 2 business days.

c) How to Edit Roster Details (Jersey #, Height, Position)

1. Log in.
2. Under “Upcoming Registered Events” you will see a list of events you have registered your team(s) in. Click on the event for which you want to edit the roster details.
3. You will be presented with the event details, scroll to the bottom of the page and click “Edit Roster”

General Event Information	
Name of Event	14U Girls Canadian West Open
Type	Tournament
Division	14UFemale
Description	14U Female
Location	Saskatoon, SK
Start Date	06/05/2011
End Date	08/05/2011
Venue	Saskatoon
Event Admin Name	Andrea Fahlman
Event Admin Email	test@test.com
Fee \$	775
Max # of Teams	10
Min # of Teams	0
Membership level required	Full
Allow Waitlist	Yes
Allow out of province teams	Yes
Automatically waitlist out of province teams	No
Allows teams to play up	Yes
Level to Play Up	2
Auto WaitList teams Playing up	No
Registration Start/Deadline	
Start Date	01/12/2010
Time	12:00 EST
End Date	08/04/2011
Time	23:59 EST
Attachment(s)	
DCC-Calendarofevents2011.pdf	
Note: Only teams can register for tournaments.	
<div style="border: 2px solid red; padding: 5px; display: inline-block;"> Name of team(s) registered in this event </div> <div style="margin-left: 20px;"> <ul style="list-style-type: none"> 14U Fake Team (Team ID: 9206) This team is already registered for the current event. </div> <div style="text-align: right;"> <div style="border: 2px solid red; border-radius: 50%; padding: 5px; display: inline-block;"> Edit Roster </div> </div>	
<div style="border: 1px solid black; padding: 2px;">Event Calendar</div>	

- You will be re-directed to your team's roster details page



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Fake Team

Please enter all required roster information and click Save

Name	Jersey Number	Height (cm)	Position
Amy Fake	<input type="text" value="1"/>	<input type="text" value="5'9"/>	Right Side <input type="button" value="v"/>
Gillian Fake	<input type="text" value="32"/>	<input type="text" value="6'0"/>	Middle <input type="button" value="v"/>
Janice Fake	<input type="text" value="3"/>	<input type="text" value="6'1"/>	Left Side <input type="button" value="v"/>
Janiet Fake	<input type="text" value="24"/>	<input type="text" value="5'7"/>	Libero <input type="button" value="v"/>
Katrina Fake	<input type="text" value="5"/>	<input type="text" value="5'9"/>	Setter <input type="button" value="v"/>
Laura Fake	<input type="text" value="6"/>	<input type="text" value="6'0"/>	Right Side <input type="button" value="v"/>
Nancy Fake	<input type="text" value="17"/>	<input type="text" value="5'8"/>	Middle <input type="button" value="v"/>
Rachel Fake	<input type="text" value="13"/>	<input type="text" value="5'9"/>	Left Side <input type="button" value="v"/>
Susan Fake	<input type="text" value="9"/>	<input type="text" value="6'2"/>	Middle <input type="button" value="v"/>

Save

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- Edit any information you wish. ***NOTE*** Changes must be completed before the Roster Lock Date on Friday, April 5th, 2013.
- Click "Save".
- Once completed you will be redirected back to your homepage.